



ST. ALEXANDER SCHOOL
PARENT/STUDENT HANDBOOK
2026-2027

ST. ALEXANDER SCHOOL
2023-2024 PARENT/STUDENT HANDBOOK

TABLE OF CONTENTS

Amendment	1
St. Alexander Mission Statement	1
St. Alexander Philosophy	1
School Advisory Council	1
Family/School Association	1
Admissions	2
PreK	3
Tuition Policy	3
School Hours	5
Arrival and Dismissal Procedures	6
Uniforms and Dress Code	9
Attendance	12
Health	13
Religion	15
Student Evaluation	16
Homework	18
Conduct and Discipline	21
Parent/Guardian Conduct	27
Archdiocese of Chicago – Bullying Prevention	28
Safety/Crisis Response	29
Communication	31
Athletics	31
Field Trips	32
Volunteers	32
Technology/Internet Acceptable Use Policy	33
Chromebook Loan Policy	34
Parking Lot Diagrams	40, 41
Addendums	42

ST. ALEXANDER SCHOOL is recognized by the State of Illinois Board of Education and certified by the Archdiocese of Chicago. St. Alexander was named a National Blue Ribbon School by the U. S. Department of Education. It is a member of NCEA.

AMENDMENT

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as possible. However, some changes might be made immediately due to unforeseen circumstances.

ST. ALEXANDER MISSION STATEMENT

St. Alexander School is a vital and integral part of the Saint Alexander community. Within the evangelizing mission of the Church and parish, Saint Alexander School is called to witness, proclaim and teach the Good News of the Gospel through participation and a commitment to service.

Our mission is to provide a safe educational environment of spiritual growth and academic excellence – preparing our students to become adults who are socially responsible, morally sound and economically independent citizens.

ST. ALEXANDER PHILOSOPHY

Based on Catholic values and traditions, St. Alexander School aims to educate our students to be socially responsible, morally sound, and economically aware citizens in a culturally diverse society. Our faith-filled leaders are committed to establishing a partnership between home, school, church, and the community.

St. Alexander School provides a comprehensive educational program, taking into account the varying needs and abilities of each student—academically, physically, and emotionally. Our dedicated educators implement a curriculum designed to meet these needs, in addition to promoting literacy, and feeding the hunger for spiritual growth. The curriculum utilizes state-of-the-art technology, the arts, and physical education to enhance the core subjects.

SCHOOL ADVISORY COUNCIL (SAC)

The School Advisory Council is composed of nine members, plus the administration, business manager, and the pastor. The School Advisory Council advises on school policies, and the administration administers them. The pastor is responsible for hiring the administration. The School Advisory Council in collaboration with the pastor and administration determine the financial requirements of the school, coordinate fund-raisers, and act as a public arm of the school. Membership is open to all St. Alexander parish families and school families who have been registered and active for a minimum of one year. Each member serves a three-year term.

FAMILY SCHOOL ASSOCIATION (FSA)

This organization of parents and teachers works together to provide extra funds to be used directly for the students. The FSA sponsors activities throughout the year geared toward the goal of continuing the excellence of St. Alexander programs.

ADMISSIONS

Non-discrimination Statement

St. Alexander School admits students of any sex, race, color, religion, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, religion, national, or ethnic origin in administration of educational policies, admission policies, school-administered programs, athletic programs, or other activities.

PreK

A copy of the original birth certificate with official seal must be presented proving the child is either 3 or 4 years old by September 1st. If Roman Catholic, and not baptized at St. Alexander Church, a copy of the baptismal certificate must be presented. A copy of the Immunization Record must be presented.

Kindergarten

A copy of the original birth certificate with official seal must be presented proving the child is 5 years old by September 1st. If Roman Catholic, and not baptized at St. Alexander Church, a copy of the baptismal certificate must be presented.

Registration Requirements (Kindergarten through seventh grade)

New families are required to present at time of registration:

- Original Birth Certificate
- Current health record including Immunization Record
- Transfer record
- Last report card
- Baptismal Certificate, if Catholic

All families (PreK 3 through eighth) current and new are required to present prior to first full day of school:

- Signed tuition covenant
- Completed emergency forms
- Total fees to be paid

St. Alexander School Admittance Policy for New Families (Pre-K through seventh)

Order of Consideration for Admittance at St. Alexander School based on space availability:

1. Registered active* parishioners with children currently in St. Alexander School
2. Registered active parishioners with no children enrolled in St. Alexander School
3. Children of non-parishioners with no children currently enrolled in St. Alexander School on a space availability basis

***An active parishioner is one who is properly registered, faithfully attends Mass on Sundays and Holy Days and uses the parish envelope system for donations.**

PRE-K

PreK students must be 3 or 4 years of age by September 1 and self-sufficient in the restroom (toilet trained). Full day enrollment is available for both 3 and 4 year old students starting at 8:00am with dismissal at 2:40pm. Half-day enrollment is available for 3 and 4 year olds starting at 8:00am with dismissal at 11:00am.

The following schedules are available:

- 3 days a week (Monday, Wednesday, Friday)
- 5 days a week (Monday through Friday)

In the unlikely event a student is enrolled and not fully toilet trained, steps will need to be taken to ensure a healthy environment for all. **If a student has a bathroom accident, a parent will be called to pick up their child from school and bring them home so they may properly attend to them including bathing and changing of soiled clothing. The student must remain home the rest of the school day.** Students who have three consecutive bathroom accidents within a short period of time will be asked to take a break from school typically two (2) weeks to work on toilet training. Thereafter, if self-sufficiency in use of the restroom continues to be a concern, the student may be asked to be withdrawn from school for a period of time as determined by the principal.

TUITION POLICY

Tuition is managed by FACTS. A tuition contract must be signed at the beginning of each school year. Each family must pay an annual registration fee, which is not applicable to tuition. Registration fees are non-refundable. Refunds for tuition are prorated. It is School Advisory Council policy that report cards are not released until all financial commitments have been met. This includes all tuition, fees, fund-raisers and Extended Day payments.

Delinquent Tuition Policy

Saint Alexander School works diligently to maintain tuition at a reasonable and affordable rate and expects all school families to honor their financial obligations. FACTS will send past due notices to families who do not pay their tuition on a timely basis. In addition, the parish business manager or principal will personally contact those families whose accounts are delinquent.

In the event that a school family's financial obligation has not been satisfied, the School reserves the right:

- To restrict extracurricular activities including, but not limited to, sports.
- To hold report cards.
- To deny continued enrollment at any time during the school year.
- To deny any student participation in all graduation activities, including commencement.
- To place the delinquent account for collection.

Book Rental

All textbooks and workbooks are supplied by St. Alexander School through a rental fee of \$175 per student in grades K-8. PreK supply fee is \$125.

Required Fundraising

The family fundraising commitment is as follows:

- Families with one child - \$300
- Families with two children - \$400
- Families with three or more children - \$500
- **Uncollected money from any family will be added to the family's tuition balance.**

SAVE Program

The SAVE Program makes gift certificates available to families from grocery stores, department stores, restaurants, fast food restaurants, and other specialty stores and businesses. All families are encouraged to participate in the SAVE program as it reduces your tuition costs and helps to support our school. School families can also earn tuition credit through purchases. One parent from each family is needed to help sell SAVE at least once a year.

School Records

The Archdiocese of Chicago Office of Catholic Schools has adopted Guidelines for School Records. These guidelines describe your rights to your child's records maintained by the Archdiocese of Chicago Catholic Schools. These rights include:

- Right to inspect: You have the right to look at all documents maintained in your child's permanent record, by notifying the school administration and setting up an appointment to do so.
- Right to prevent disclosures: The school will not disclose anything to third parties from your child's records unless
 - You consent in writing prior to the disclosure
 - The information is directory information which you have not requested be kept confidential
 - The request for the information meets one of the limited circumstances described in the guidelines

Custody

If parents are divorced or separated, the school presumes that both parents have access to the child unless one parent can provide legal evidence that he or she has the sole right.

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the non-custodial parent may request access to his/her child's academic records and to other related information relating to the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Transfer Students

Admission to St. Alexander will not be finalized until past academic records are supplied by the previous school. The school administration will examine these records and a final decision on acceptance and placement will be made. Unless these requirements are met, the student will not be accepted at St. Alexander.

St. Alexander School does not accept transfer students after the first trimester of seventh grade.

All transfer students, Kindergarten through grade 7, will be accepted into St. Alexander School on probation status for one year. The students' academic and behavioral performance must meet the standards expected of all students in the school. This status will be reviewed at the end of the each trimester. If at any time during the school year, academic or behavioral performance does not meet the expected standard, a meeting with administration and the parents will be held to determine the best school placement for the student.

Any family who transfers to another school must request a transfer form from the school office at least one week in advance. All accounts must be paid in full before a transfer form will be acknowledged and sent with a copy of records to another school. Any family transferring will be asked to complete an exit survey or speak with the Pastor and/or principal.

SCHOOL HOURS

The school day begins at 7:55am. Students are considered late for school if they enter their classroom after the 8:00am bell and will be marked as tardy. PARENTS MUST COME INTO SCHOOL TO SIGN IN THEIR CHILD IF TARDY. Normal school dismissal is at 2:40pm. Early dismissal days will dismiss at 11:30am or 1:30pm.

GENERAL DAILY SCHEDULE

7:55am	FIRST BELL
8:00am	CLASSES BEGIN
11:00am-12:00pm	LUNCH AND RECESS
2:40pm	DISMISSAL
8:00-11:00am	MORNING KINDERGARTEN

PRE-K HOURS

8:00am-11:00am	MORNING CLASS
8:00am-2:30pm	FULL DAY

There is no outside adult supervision before 7:45am or after 2:50pm. Students not picked up by 2:50pm will be sent to the Extended Day Program and you will be billed accordingly.

Early Dismissal

If a student is to leave school before the time of regular dismissal, a written request from the parent or guardian must be submitted to the teacher. The student must be signed out at the front office before leaving the building.

Extended Day Program

The Extended Day hours are 2:40-6:00pm. If morning care is needed from 7:00-7:45am, arrangements can be made with the Extended Day Coordinator. The program is only available on full days of school and certain 1:30pm dismissal days. St. Alexander students in PreK through grade 8 are welcome to register. There will be a registration and hourly fee for this service.

Lunch/Recess

Students should bring their own lunch to school from home. No glass containers allowed. Healthy lunches are suggested with juice or water. **No Fast Food/ Restaurant lunches are permitted.** Chronic problems will be discussed with the family.

The lunch/recess period is forty minutes. The State of Illinois requires recess daily. Students go outside daily for recess if weather permits (32 degrees wind chill or higher). All students are expected to participate in recess and should dress appropriately for weather conditions. If your child comes to school without the proper weather appropriate clothing (hats, gloves, scarves, winter coat), it is assumed that the parents are aware of this, and the students will be going outside.

Playground Behavior

Students' cooperation on the playground will insure their safety and well-being. These rules must be observed:

- Students may not leave school property.
- When the bell rings, play will cease and all students will line up in designated areas.
- Students may play only in assigned areas.
- Students may not bring hard balls, bats, or other hard objects that may cause injury or property damage.

Parents who request that a student be excused from outdoor recess due to recovery from illness or accident must have a doctor's note stating the student's inability to go outdoors.

ARRIVAL AND DISMISSAL PROCEDURES

ALL PARENTS/DRIVERS MUST RESPECT THE PATROL VOLUNTEERS.

STUDENTS SHOULD REMAIN IN SEATBELTS UNTIL THEIR VEHICLE COMES TO A STOP AT THE CURBSIDE AREA.

ALL STUDENTS MUST EXIT THE VEHICLE ON THE PASSENGER SIDE.

NO CARS MAY DRIVE AROUND AND PASS THE VEHICLE IN FRONT OF THEM. PLEASE REMAIN IN YOUR LANE FOR EVERYONE'S SAFETY.

Arrival

When arriving with students in the morning, drivers **MUST** drive around to the sidewalk and let students out at the curb. Arrival time should be between 7:45am and 7:55am. Extended Day Care is available at 7:00am by prior arrangement.

Dismissal

Parents need to arrive in the parking lot by 2:40pm. Parents who are late will have to wait at the parking lot entrance until regular dismissal is completed before being allowed to enter the parking lot. Parents will then have to come into the school to get their children. Students not picked up by 2:55pm (or the designated Early Dismissal time) will be sent to the Extended Day Program and you will be billed accordingly.

Please note, the Palos Heights Library has advised us that students will not be allowed to congregate at the library. The library does not have public open seating available.

Children walking home or riding bikes will be dismissed at the front of the class line. Both will be released for home before the traffic in the parking lot moves.

PARKING LOT ARRIVAL PROCEDURES FOR K-8 **(SEE ATTACHED MAPS FOR DETAILS)**

1. All vehicles must **ENTER** the school parking lot from the **EAST** (70TH AVENUE).
2. All vehicles must turn right and travel **NORTH** past the Marian Shrine and turn **WEST** in front of the Parish Center. Grades K-2 (along with older siblings) in lane closest to the Parish Center and Grades 3-8 in the center lane.
3. All vehicles must pull up to the curb at their designated area. **For your child's safety, all children MUST exit cars on the passenger side. For the safety of all, YOU MUST STAY IN LINE UNTIL TRAFFIC MOVES OUT.**
4. To exit the parking lot after drop-off, take the access road south at the cross. When you reach the stop sign, you may turn and exit either West towards Harlem Avenue or East towards 70th Avenue.
5. All bikers and walkers must enter from the **WEST** (Harlem Avenue). Bikers and walkers should be on the campus grounds by 7:45am.

PARKING LOT DISMISSAL PROCEDURES FOR K-8

1. All vehicles must **ENTER** the school parking lot from the **EAST** (70th Avenue).
2. All vehicles must turn right and travel **NORTH** past the Marian Shrine.
3. All vehicles must pull into spaces **FACING** the Parish Center, one behind the other, beginning in the row closest to the Parish Center.
4. All vehicles must park carefully between the lines, filling in every space.

5. Students will be standing at the various crosswalks marked on the map. **THEY WILL NOT BE ALLOWED TO CROSS ANYWHERE ELSE.**
6. The crosswalks are to be used at dismissal time until all students have departed. Grades 3-5 will exit under the canopy. Grades K through 2 will exit through the Parish Center. Grades 6-8 will exit through Providence Hall. It is **MANDATORY** for all students to remain in their proper crosswalk.
7. Upon dismissal, cars will be stopped at the entrance as students move into the parking lot.
8. Students in K-2 **MUST** be picked up by their parent/adult and escorted to the car. These children will not be allowed to walk in the parking lot by themselves.
9. The parking lot supervisor will ring the bell.
10. The cars will then be directed out the south access road by the cross. Rows closest to the Parish Center will be directed out first, with subsequent rows following.
11. To exit the parking lot, take the access road by the cross. When you reach the **STOP** sign, you **MUST** turn **EAST** (behind the PAC to 70th Ave.) to exit.
12. Parents who are delayed will go to Extended Day Room to get their children after the regular parking dismissal.

PROCEDURE FOR BIKE RIDERS AND WALKERS

ARRIVAL FOR WALKERS AND BIKE RIDERS

All bike riders must enter the parking lot from Harlem Ave. (West) and turn left onto the paved convent driveway. They will proceed around the mobiles to the bike rack. We suggest that bikes be locked to the rack. **Parents using strollers or bicycles with their child must remain on the sidewalk area.**

DISMISSAL FOR BIKE RIDERS AND WALKERS

Bike riders and walkers will line up inside the school and exit by the mobiles. In order to ensure their safety, they will be dismissed prior to the parking lot dismissal. These students must exit towards Harlem Avenue. **Parents using strollers or bicycles with their child must remain on the sidewalk area.**

PRE-K ARRIVAL PROCEDURES

7:45-8:00am

1. All vehicles must enter the parking lot from the **EAST** (70th Ave.).
2. Drive **NORTH** past the Marian Shrine and loop into the area east of the Parish Center (see map).
3. A PreK staff member will assist the children from their cars and into the building. Parents should remain in the car. Drop-off is valet style.

4. **You must stay in line until the traffic ahead moves out.**
5. To exit the parking lot after drop-off, turn right and merge into the lane heading WEST. Remain in the line and follow the access road south at the cross. When you reach the stop sign, you may turn and exit either West towards Harlem Avenue or East towards 70th Avenue.

PRE-K DISMISSAL PROCEDURES

Please be mindful that there may be funeral traffic and recess in the parking lot at the 11:00am dismissal.

11:00am

1. All vehicles must enter the parking lot from the **EAST** (70th Ave.).
2. Drive **NORTH** past the Marian Shrine and loop into the area east of the Parish Center (see map). Pick-up is also valet style.
3. To exit the parking lot, take the access road by the cross. When you reach the **STOP** sign, you may turn **EAST** (behind the PAC to 70th Ave.) or **WEST** (Harlem Ave.) to exit the lot.

2:30pm

1. All vehicles must enter the parking lot from the **EAST** (70th Ave.).
2. Drive **NORTH** past the Marian Shrine and loop into the area east of the Parish Center (see map). Pick-up is also valet style.
3. To exit the parking lot, take the access road by the cross. When you reach the **STOP** sign, you must turn **EAST** behind the PAC and exit to 70th Ave.

UNIFORMS AND DRESS CODE

As a private, Catholic elementary school, St. Alexander School strives to maintain a formal dress code for our students. We feel that a formal dress code contributes to a positive learning atmosphere. It is our expectation that parents/guardians will support us in implementing all aspects of the dress code.

School uniforms can be purchased through Schoolbelles. Gym uniforms can be purchased through the School Spirit Wear Store. It is expected that both school and gym uniforms be kept in good condition, worthy of being representative of a St. Alexander uniform. **All uniforms must be replaced when torn or with holes.**

Team sport sweatshirts are not part of the approved uniform and may not be worn during school.

Girls - Grades K-3

- Green plaid jumper with white blouse/round collar
- White or navy solid color socks (covering the ankle), tights, or solid black leggings
- Navy cardigan or green fleece or black ¼ zip pullover (sold by FSA)
- Navy slacks may be worn instead of a jumper in cold weather
- Navy walking shorts may be worn until October 1 and again beginning April 1
- Gym shoes - solid navy or solid black (properly laced, tied or Velcroed where applicable)
- NO neon color gym shoes, light-up styles or excessive emblems are permitted

Girls - Grades 4-8

- Green plaid skirt or skort – **length MUST not be shorter than 3 inches from the knee.**
- Navy ribbed bottom polo
- White or navy solid color socks (covering the ankle), tights, or solid black leggings
- Navy cardigan or green fleece or black ¼ zip pullover (sold by FSA)
- Navy slacks may be worn instead of a skirt in cold weather
- Navy walking shorts may be worn until October 1 and again beginning April 1
- Gym shoes - solid navy or solid black (properly laced, tied or Velcroed where applicable)
- NO neon color gym shoes, light-up styles or excessive emblems are permitted

Boys – Grades K-8

- Navy trousers - if the pants have belt loops, a brown or black belt must be worn
- Light blue polo
- White or navy solid color socks (covering the ankle)
- Navy cardigan or green fleece or black ¼ zip pullover (sold by FSA)
- Navy walking shorts may be worn until October 1 and again beginning April 1
- Gym shoes - solid navy or solid black (properly laced, tied or Velcroed where applicable)
- NO neon color gym shoes, light-up styles or excessive emblems are permitted

Gym Uniforms – Grades K-8

- St. Alexander gym shorts or sweatpants
- St. Alexander gym t-shirt or Raider Run shirt
- Grey crewneck sweatshirt or black ¼ zip pullover
- White crew socks (socks must cover the ankle)
- Gym shoes - solid navy or solid black (properly laced, tied or Velcroed where applicable)
- NO neon color gym shoes, light-up styles or excessive color gym shoes are permitted on gym days

Students are permitted to wear their St. Alexander gym uniforms all day in school on their gym days, including their day of Mass attendance.

Dress Code

- All students are expected to be personally neat and well groomed.
- Uniforms are expected to be clean and in good condition.
- Shirts/blouses for all students must be tucked, not rolled. Only white T-shirts may be worn under uniform shirts. Sleeves and tails must not show from underneath.
- Hair must be neat and clean. Boys' hair should not cover ears or be long on the neck. "Fad" cuts or styles are not permitted. Students who have hair wraps and other fad hairstyles must have them removed before coming to school. Hair must be the child's natural color.
- St. Alexander School does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.
- Make-up, including colored nail polish/false nails and lip-gloss, is not permitted.
- Excessive or inappropriate jewelry is not permitted.
 - Girls may wear one pair of earrings with posts flat to the ear.
 - Cartilage earrings are not allowed.
 - Boys are not allowed to wear an earring(s).
 - All students may wear watches, religious crosses, and medals.
- Boots or a second pair of shoes must be worn when there is snow on the ground.

All uniforms should be labeled with the student's name and grade. Uniforms are expected to be worn every day, beginning with the first day of school, unless otherwise announced.

Uniform Violations

Any student not in compliance with the school uniform or dress code policy will receive a Uniform Violation to be signed by the parent. Three (3) Uniform Violations will result in a demerit.

Dress Down Days/Spirit Days

Students may dress out of uniform on Dress Down Days/Spirit Days. Certain Dress Down Days/Spirit Days may encourage students to wear specific colors or spirit wear. Students are allowed to wear jeans or other appropriate bottoms. However, the following guidelines must be observed:

- Tops or dresses should have a minimum 1-inch strap.
- No clothing with rips, tears, or inappropriate or indecent messages.
- No exposed midriffs, spaghetti straps or strapless tops.
- No short shorts, running shorts, volleyball shorts or short mini-skirts.
- Walking length shorts are preferred. Waistband of pants must reach natural waist.
- No yoga pants including Victoria's Secret/PINK brand.
- Leggings may be worn, but tops must be of an acceptable length to cover appropriately.
- No flip-flops or soccer slides.
- No hats are allowed to be worn during school hours.
- No hair dyes or make-up.

The Administration reserves the right to deem a student's outfit inappropriate. A student can be asked to call home for a change of clothing immediately. This change of clothing will be the full school uniform. In the event a parent /guardian cannot be reached, the student will be given school uniform items from Uniform Resale stock.

ATTENDANCE

Students are required to be in school daily, everyday that school is in session. For your child's safety, if a student is going to be absent or tardy, the parent/guardian must call the school office before 8:30am each day the student will be absent. The school office telephone number is 708-448-0408. If a parent fails to report a student's absence, it will be recorded as unexcused. The school office will call parents within 60 minutes of the opening of the student attendance day if an absence is not called in. In instances of unexcused absences, students do not need to be provided with assignments and will lose credit for assignments/tests on those days the absences was unexcused.

If a student is absent from school, they may not participate in any extra curricular activities, including athletic practices or games.

Absences

A dated, written excuse from the parents must be presented to the teacher upon the return of the absentee. A doctor's release is required for absence due to a communicable disease or any absence of two or more consecutive days.

Students are required to make up any missed work while absent. Classwork/homework for students will be given to the student upon their return when meeting with their teachers. Regardless of the circumstances of the student's absence, all work must be completed in the number of days equal to the days missed. For example, if a student is absent on a Tuesday and returns to school on Wednesday, their absent work is due on that Friday.

For grades Kindergarten through third, any quizzes/tests will be made up upon the student's return to school. For grades fourth through eighth, any quizzes/tests will be made up after school upon the student's return (absent on Thursday, Friday or Monday – test is taken on Tuesday; absent on Tuesday, Wednesday – test is taken on Thursday), unless other arrangements have been made with their teacher prior to their return.

Medical and dental appointments should be scheduled after school hours, as they are considered unexcused absences.

Excessive Absenteeism

Excessive absenteeism means absences total 10% (17days) or more of school attendance days in the current school year including both excused and unexcused absences. Attendance is reviewed daily. If any students are excessively absent a call to the parent/guardian will be made to discuss reasons for the excessive absences. Additionally, if appropriate, the school may provide the

parent/guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success.

If there is no improvement in attendance or cooperation by the student or parent/guardian with its efforts for the child, the student may be withdrawn from the school.

Tardiness

The school day begins at 7:55am with the warning bell. Students are considered tardy if they enter their classrooms after the 8:00am bell. A tardy slip will be given to students who are late for school. They should go directly to the office.

Truancy

Truancy is absence from school or class without a legitimate reason. Such an absence is a serious violation and will result in school probation and/or dismissal.

Vacations

The school's policy in regard to absence for trips rests upon the premise that the chief responsibility for the child's education lies with the parents. We do not formally grant permission for extended absence for vacations. All assignments and missed tests must be completed at a time set at the discretion of the teacher. **No assignments/student work will be given prior to the vacation absence.** It is the parent's responsibility to let the teachers and school office know of pending travel.

FOR YOUR CHILD'S WELL-BEING, PARENTS WHO WILL TRAVEL OUT-OF-TOWN MUST NOTIFY THE SCHOOL OFFICE AS WELL AS YOUR EMERGENCY CONTACTS.

HEALTH

Illness

Students should stay home if they have any symptoms of being ill. Symptoms include fever, sore throat, cold/flu symptoms, rash or having vomited. Students should also stay home when any member of their household is not feeling well or displaying any symptoms of being ill. This is for the safety of the child, as well as others in the school.

If a student is sent home with one symptom of being ill, the student may return to school 24 hours after dismissal, as long as no new symptoms appear and the original symptom completely dissipates. If the student misses additional days of school (beyond the 24 hours after dismissal) a doctor's note is required upon return to school indicating a diagnosis (e.g. cold, flu, strep, etc.).

If students become ill during the school day, parents will be called at home/work. Parents are responsible for having their children picked up and taken home. The person picking up the child must be listed on the emergency card. They will not be dismissed without an authorized adult to accompany them home.

Communicable Disease

School policy states that a student who has a contagious or communicable disease cannot be readmitted to school without a physician's certificate which states that he/she is able to return to school.

The following illnesses require exclusion from school:

- COVID-19
- Pink eye (conjunctivitis)
- Chicken pox--not less than six days after eruption and/or all scabs are dry
- German measles and Rubella--five days after appearance of rash
- Mumps--nine days and until all swelling is gone

Immunizations

Health records are reviewed annually, and we will communicate with parents whose children have not been immunized in compliance with the law. St. Alexander School does not accept Religious Exemptions. Should you receive such notification, please have your child immunized immediately. Your child must be excluded from school if his/her immunization record is not complete by October 15th of the current school year.

Medication

Medication required by a student will generally not be administered at school by the staff. This policy includes even common and widely used preparations, such as aspirin. If your child is required to take medication during the school day and a parent is not available to dispense it, forms must be completed by your physician and forwarded to the office before this request can be accommodated. In all cases, the school retains the discretion to reject a request for administering medicine.

Self-administration of Medication/Inhalers

State law requires that we inform the parents or guardians of the student, in writing, that the school district or nonpublic school and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of injury arising from self-administration of medication by the student.

The permission for self-administration of inhaler medication (only) is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the requirements outlined above. A form must be obtained from the office each year. The completed form will be kept on file in the office.

A student with asthma may possess and use his/her inhaler while in school, at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities while on school-operated property.

The school recommends that you provide an additional dose of the medication to be kept at school in the event that your child forgets or loses his/her medication.

Information regarding any chronic illness (asthma, diabetes, etc.), which might require attention during school hours, should be on file in the office.

Undesignated Opioid Antagonists Policy

See addendum (page 42).

Physical Examinations

The State of Illinois School Code requires complete physical examinations for those students new to the school and prior to entrance to preschool, kindergarten and sixth grade. The State also requires all children in kindergarten, second and sixth grades to have a dental examination. A vision examination is now required for all kindergarten students and those new to first grade.

Sports Physicals

The State of Illinois School Code requires all students who participate in interscholastic sports to have a current annual sports physical on file prior to beginning and participation including practice and games.

Excuse from Physical Education/Outside Recess

A written request is required to be excused from Physical Education classes. Usually, a child well enough to be in school is well enough to participate in Physical Education classes and outside recess.

RELIGION

Liturgies

Devotional prayers and tradition are part of the richness of our Faith. We have the responsibility to our students to provide experiences for appreciation of them. It is through an atmosphere of prayer that Christian attitudes have opportunities to grow.

There are times we gather as a school family to celebrate the Eucharist. Each class will attend Mass one day during the week. In addition, each class will prepare a liturgy service for a monthly all school mass or a Holy Day for the entire school in which to participate. Parents are always welcome to celebrate with us.

Non-Eucharistic Liturgies/Prayer Services are celebrated throughout the year by classes, grade levels, and the entire school.

Advent	-	Preparation for the birth of Jesus through Advent Prayer Service
Lent	-	Preparation for Easter through Stations of the Cross

Sacraments/Preparation

RECONCILIATION	GRADE 2
EUCCHARIST	GRADE 2
CONFIRMATION	GRADE 7 and 8

Parent preparation sessions are necessary for all sacraments and will be presented by the Religious Education Staff. Dates and times of these sessions are indicated on the calendar. Please refer to the Parish Bulletin as well.

All parents whose children will be receiving the Sacraments of Reconciliation, Eucharist, or Confirmation are expected to take part in the preparation of their children for each Sacrament. If for some reason you cannot fulfill your responsibilities, kindly inform us regarding these matters.

STUDENT EVALUATION

Progress Reports

Progress Reports can be issued three times a year, midway through each trimester as deemed necessary. They note the student's progress and effort at that point of the marking period.

Report Cards

Report Cards are given three times during the school year. Grades earned by the students are based on direct observation, oral and written examinations, effort and homework, as well as classwork.

Parents/guardians should discuss the report card with their child and sign and return the envelope to the teacher. As parent/guardian, you are urged to immediately contact the teacher if you have any questions about your child's report card.

Report Card Scale – Kindergarten

- | | |
|---|-----------------------|
| 4 | EXCEEDS EXPECTATION |
| 3 | MEETS EXPECTATION |
| 2 | SATISFACTORY PROGRESS |
| E | SKILL EMERGING |

Report Card Scale – Primary Level (Grades 1 and 2)

- | | |
|---|----------------|
| 4 | EXCELLENT |
| 3 | ABOVE AVERAGE |
| 2 | AVERAGE |
| 1 | UNSATISFACTORY |

Report Card Scale for Intermediate (Grades 3-5) and Junior High (Grades 6-8) Level

- | | |
|---|------------|
| A | 93 -100 |
| B | 85 - 92 |
| C | 77 - 84 |
| D | 69 - 76 |
| F | Below 69 |
| I | Incomplete |

Report Card Scale for Enrichment Classes (Grades 1-8)

Art, Music, P.E., Computers and Spanish

- | | |
|---|---------------------|
| 3 | Exceeds Expectation |
| 2 | Meets Expectation |
| 1 | Unsatisfactory |

Honor Roll for Grades 6-8

General Eligibility

- No D's in any classes (English, Mathematics, Reading, Religion, Science, Social Studies, Spelling/Vocabulary and Computer Applications)
- No 1's in any enrichment class (Art, P.E., Computers and Spanish)
- No detentions for the trimester
- Grades are based on the point system A=4, B=3, C=2

Gold Honor Roll

- Fulfill all general eligibility rules
- Total points in the major subjects: Grades 6-7-8=**31-32**

Silver Honor Roll

- Fulfill all general eligibility rules
- Total points in the major subjects: Grades 6-7-8=**28-30**

Bronze Honor Roll

- Fulfill all general eligibility rules
- Total points in the major subjects: Grades 6-7-8=**23-27**

Honorable Mention

- Fulfill all general eligibility rules
- Demonstrate consistent effort
- Total points in the major subjects: Grades 6-7-8=**20-22**

Incomplete on Report Cards

If a student receives an incomplete (I) on the report card, the student has ten school days from the time report cards are distributed to make up the work. If it is not completed in this time period, it becomes an "F".

Citizenship Award--Primary Level

- | | |
|-----------|--|
| • BRAVE | Chooses to do the right thing, as a good Christian |
| • HONEST | Tells the truth and obeys the rules of the school |
| • LEADER | Is liked by classmates for the good person he/she tries to be |
| • HELPFUL | Does what he/she should and offers to do extra in the classroom and for the school |
| • KIND | Cares about other children's feelings and tries to help other children at times |
| • POLITE | Uses good manners and listens to the teachers while in school |

Citizenship Award--Intermediate and Junior High Level

- COURAGE Exemplifies Christian attitudes and principles
- HONOR Practices good citizenship; exhibits loyalty, honor, and trust
- LEADERSHIP Promotes respect for authority, school policies, and property
- SERVICE Accepts responsibility; shows initiative
- PATRIOTISM Exhibits good behavior in word and action
- RESPECT Shows concern for others; is conscientious

No unsatisfactory work will be accepted. May not have any detentions. Recipients of this award are to be an example of the overall list in general, rather than any area specifically.

The classroom/grade level teachers select students at the end of each trimester.

Academic Dishonesty

St. Alexander takes academic integrity seriously. Any student that is deemed to have cheated or completed assignments with AI will receive a consequence, including a zero on the assignment and a detention. Academic dishonesty may be defined as copying answers on an exam or homework assignment, providing answers to a peer, changing answers on an exam after the appropriate time, plagiarism, or accessing answers in an unapproved manner, including the use of an electronic device or AI.

Any student who forges their parent's signature in any way will be given a detention. A phone call home will be made to parents informing them of the forgery.

Achievement Tests

St. Alexander administers the iReady Assessment to all students in grades K through 8. Diagnostic testing is administered in the Fall, Winter and Spring. The purpose of the testing program is to provide diagnostic information for instructional purposes, evaluate student progress, and to evaluate the programs and goals of the school. Parents will receive their child's iReady Diagnostic results in the Fall and Spring with Report Cards.

It is important that each student be in attendance for the iReady Assessment. If an emergency or sickness arises during the week of the tests, students will be allowed to make-up the tests. Please do not schedule your vacation during the weeks of testing.

Failure Policy

Any student who fails a basic course in two trimesters may be required to complete a summer school program at the parents' expense.

If an eighth grade student fails two basic courses in the 8th grade, a signed diploma will be withheld and graduation will be denied. The junior high teachers have agreed that failure of a basic course shall be determined by a total of two "F's" for the three trimesters of the school year.

Homework

Homework instills responsibility and organizational skills. The students in grades 1 through 8 use assignment books. Parents should check this booklet daily. Parents are highly encouraged to

make sure assignments are complete. As a rule, homework is given daily in some areas; however, it is not unusual to have a long-range assignment for homework.

Homework improves student achievement and reinforces classroom instruction while developing good study habits and life skills. It is expected that all children complete homework. The amount and kind will vary with the general rule being 10 minutes of homework per night times the grade level the student is in and may include written assignments and reading in various subject areas. Students may also be required to spend additional time nightly to finish assignments not completed in school, study for quizzes and tests, review notes, drill/practice math facts/spelling/vocabulary and complete independent reading.

Homework also provides parents an opportunity to be involved with their children's learning. Parents are urged to help guide their child as he/she is learning to do research work and solve problems, actively listen to reading, quiz or drill students on spelling words, definitions, and math facts. Parents should encourage their child, but never simply give out answers without proper explanation.

Homework and Late Assignments

Students MUST USE their assignment notebooks daily to help them with organization and remembering what is for homework.

Grade level teachers (K-5) and the Junior High team (6-8) will continue to distribute weekly newsletters which contain content being covered along with project and test dates. We ask parents to post the newsletter in an easily accessible place (i.e. refrigerator) for reference. A hard copy of the weekly newsletter is given to students on Friday. A copy of the Junior High newsletter is also emailed to the parents on Friday for the coming week.

Homework is to be turned in on the day it is due.

A homework deficiency notice will be given to the students if an assignment is not turned-in in an attempt to communicate with parents that an assignment is late.

We ask parents to sign the homework deficiency notice and ensure the assignment is completed neatly and correctly and ready to be turned in the next day. Minimal points will be deducted for the late assignment.

If upon the second day the assignment and homework deficiency notice is not turned in, a second homework deficiency notice will be given to the student and an email/phone call will be given to the parents to communicate that two days have passed without completion of the assignment.

We ask parents to sign both homework deficiency notices and it is the expectation that the assignment will be completed neatly and correctly and ready to be turned in the next day. Additional points will be deducted for the late assignment.

Any assignment not turned in by day 3 will result in the student being kept out of an activity (i.e. gym or recess) or requested to stay after school to complete the assignment.

For example if assignments are not turned in:

Due Date	Day 1 Late	Day 2 Late	Day 3 Late
Assignment is not completed or ready to be turned in.	Assignment and signed Homework Deficiency Notice not turned in.	Assignment and both Homework Deficiency Notices not turned in.	Assignment and both Homework Deficiency Notices not turned in.
Homework Deficiency Notice is given to student.	Second Homework Deficiency Notice is given and email/ phone call made to parents.	Email/phone call made to parents to notify no attempts were made to turn in missing work.	Student completes late assignment during gym/recess/ after school.
Parent signs the Homework Deficiency Notice and ensures the student completes the assignment to turn in.	Parent signs both Homework Deficiency Notice and ensures the student completes the assignment to turn in.	Parents sign both Homework Deficiency Notices. Students are given the final opportunity to complete work at home.	Partial credit is given for completed work.

Three homework deficiencies will result in a demerit. Students who do not use their planners may be subject to additional deficiencies. If the situation is not rectified, a conference will be necessary.

Parent/Teacher Conferences (K-8)

A **mandatory** conference is held in October to discuss the progress of each student.

Parents/guardian are required to attend the annual conference. Junior High students must attend the conference with their parents. An optional parent-teacher conference will be held in the spring. Additional conferences are held as the need arises. Parents are encouraged to request an appointment in advance for any additional conferences. Teachers may also request a conference if it is necessary to review a child's progress or behavior.

PreK Parent/Teacher Conferences take place the third week of January – date TBD.

Promotion/Retention

Children are promoted to the next grade on the basis of effort, achievement, personal growth, and academic ability. Since all children do not reach the same level of academic and emotional maturity at a given time, it may be necessary for a child to be retained in a grade. When a teacher considers that retention of a child will be beneficial, it will be discussed at a conference with the parents and administration, ordinarily at the end of the first trimester.

Summer School

Reading and Math form the basis for present and future success in all areas. Therefore, we cannot automatically promote any child who fails Reading and/or Math for two trimesters.

These students will be required to satisfactorily complete a summer school program in order to be promoted to the next grade.

CONDUCT AND DISCIPLINE

As a Catholic educational community, we firmly believe in discipline based on self-respect, concern for others, and Christian ideals. Students learn through proper guidance, self-motivation, and self-discipline. A mutual respect is expected among the students, faculty, staff, and parents of St. Alexander School.

The support of the entire school community – Parish staff, St. Alexander parents, staff and students – fosters the spiritual, intellectual, social and emotional growth of the students. The school is an entity outside of the home that has its own purpose, plan, policies and rules. We believe that in order for our students to meet the challenges presented by our society, the development of self-discipline and individual responsibility are essential. Students are expected to respect the requirements of the school, even if those requirements may, of necessity, be different or more stringent than home rules. Most students easily meet these expectations. They are successful in school because these behaviors have been learned at home and practiced in school.

At all times, whether in school, at an assembly, in Extended Day, on a school bus, at an athletic event, field trip or school sponsored event, and online (internet), good manners, courtesy and respectful behavior is expected. There are two specific scheduled times of the school day that necessitate specific rules: the lunchroom and the school recess/playground.

Some general lunchroom rules are:

- Walk orderly and quietly to and from the lunchroom
- Remain in designated area
- Treat all adults with respect by following directions the first time they are given
- Behave appropriately and use good manners when eating
- Talk softly to those seated around you
- Clean up all trash/food on, under and around one's eating area
- Remain seated and raise hand when needing assistance or need to be excused
- Remain seated until directed to line up orderly for dismissal
- Maintain the cleanliness of the washroom and the proper use of everything in the facility

Some general recess/playground rules are:

- Keep hands, feet and other objects to oneself
- Use equipment in an appropriate and safe manner
- Play in a safe and respectful manner
- Treat all adults with respect by following directions the first time they are given
- Seek out an adult to help solve disagreements
- Remain in the designated play area at all times

- Refrain from name calling, rough play, fighting (including play fighting), piling, shoving, pushing, pulling down or jumping on other students
- Stop playing when the end of recess is called and line up promptly and orderly
- Request the assistance of an adult when there is a need to go to the school building

Violation of the above rules will result in disciplinary action. St. Alexander discipline will be administered in a fair, firm and consistent manner taking into consideration the severity of the offense. The noncompliant behavior determines the consequence appropriate to the grade level of the child as determined by the teacher, adult in charge or school administration. Students who do not meet these expectations will be assigned consequences of various levels to encourage them to change their behavior.

Student Code of Conduct

Be Considerate

- Think of others and find ways to create a positive learning environment for all.
- Keep your voice down so others are not distracted from their work.
- Walk in the hallways and classrooms to avoid accidents.
- Share what you have or know when someone is in need.

Be Cooperative

- Obey the rules and follow the directions of adults in the building.
- We are all here to work and learn together.
- Working together and doing what we are asked provides more opportunities for everyone to succeed.

Be Courteous

- Good manners are always expected to be demonstrated.
- Use pleasant words and cheerful greetings.
- Be attentive to those who are speaking to you.
- Small acts of kindness (holding open a door) make a big difference.
- Remember the Golden Rule: "Do unto others as you would have them do unto *you*."

Be Responsible

- You are in charge of your behavior and your learning.
- Do what is right and take credit for good choices.
- Accept the consequences when you make a bad choice.
- Complete your work on time. Always do your best.

Be Respectful

- Speak kindly to and about others, using words that do not offend, like foul language or racial slurs.
- Do not take, hide, destroy or play with their property.
- Look for ways to be helpful and to include all classmates in class activities.
- Do what you can to help people feel valuable and special.

Forms of Discipline

Discipline Notice/Demerit - Written notification informing parents of inappropriate behavior. Parents/ guardians are expected to take corrective action at home and to sign and return the notice the next school day. **Students who receive three demerits (behavior, academic, and/or uniform) will serve a detention.**

Detention - Student remains after school under a teacher's supervision for the duration of one hour. All students who receive a detention will serve the detention on the date specified by the teacher. A detention notice will be sent home on the day of the infraction. It must be signed by the parent /guardian and returned the next school day. During detention, the student may not talk, sleep or do homework. The student may be asked to complete missing schoolwork, if that is the reason for the detention. A student who fails to report for a detention will be issued a second detention. **If a student receives two detentions in a trimester, they will be placed on an academic/behavior contract.**

Academic/Behavior Contract - When a student is placed on contract, formal notification is given that the student must meet given academic/behavior expectations by a specified date or more serious consequences will be enacted.

Suspension - In-School results in the student being removed from class and assigned to the principal's office, working on alternate assignments. All regular classroom work from the day is expected to be completed, but no credit needs to be given. Out-of-School results in the student being forbidden to attend school during the time of suspension. All regular classroom work from the time is expected to be completed, but no credit need be given.

Expulsion or Withdrawal - The student may no longer attend St. Alexander School.

General Discipline

Routine violations of the classroom procedures and common courtesies will ordinarily be handled by the classroom teacher. Examples of these behaviors include, but are not limited to blurting out, cheating, coming unprepared for class, constantly out of seat, continuous disruptive talking, immature comments and actions, incomplete/no homework or class work, not staying on task, silliness that disrupts the classroom routine, talking back or arguing with the teacher, teasing, refusing to follow basic rules and directions during class or lunch/recess, and verbal abuse toward others.

These violations will ordinarily be handled in this matter:

1. Verbal warning
2. Visual warning Grades K-5 (e.g. name on board, yellow light)
Notation on behavior tracking form Grades 6-8
3. Written warning (e.g. demerit/discipline notice, red light)
4. Detention

Students who address teachers in a disrespectful manner (including, but not limited to slang terms) will be given an immediate demerit and a call will be made home.

Students who use inappropriate language/profanity, obscene gestures and/or possess inappropriate materials will be given an immediate demerit and a call will be made home.

Chronic Misbehavior

When a student repeatedly exhibits inappropriate behavior over an extended period of time, the student may be considered to have a chronic behavior problem. The teacher may request a conference with the parents/guardians and the principal to review the case. During the conference, the teacher will present the documentation identifying the incidents that have occurred and the intervention steps that teacher has taken. The parent/guardian's assistance in correcting the problem will be required. The student will be placed on a behavior contract. Failure to adhere to the criteria of the behavior contract may result in suspension or withdrawal from the school.

Serious Offense

When a student engages in a serious offense, including but not limited to fighting, bullying, stealing, or the destruction of school property, appropriate action will be taken to rectify the situation. The parent/guardian will be notified immediately to come to school at once. The student will be placed on a behavior contract. The student will be required to receive appropriate evaluation and/or therapeutic attention, at the parent/guardian's expense, in order to remain at St. Alexander School. Additionally,

- 1st offense: Student will receive at least a three hour detention.
- 2nd offense: Student will receive a one day suspension (principal will determine type).
- 3rd offense: Student will be expelled.

Severe Behavior

All behaviors under this area require the Administration to contact the Regional Director and the appropriate authorities; not limited to the Palos Heights Police Department and the Office of Catholic Schools. The parent/guardian will be notified immediately to come to school at once. The student will be placed suspension pending the investigation of the situation or expelled. Suspended students will be required to receive appropriate evaluations and/or therapeutic attention, at the parent/guardian's expense, in order to remain at St. Alexander School. Severe behavior is defined as:

- Blatant disrespect of authority.
- The use of verbal threats or harm against any student or adult.
- Having a weapon or using an object to harm or threaten another person.
- Suspicion of involvement in gang activity.
- Having a controlled substance.

Controlled Substances

St. Alexander School will maintain a drug-free environment. Controlled substances include alcohol, illegal drugs, and tobacco products (e-cigarettes and vaping devices). Students are forbidden to use, possess, and/or distribute any controlled substances during school hours, on school property, or at school events on or away from the school site, except for authorized sacramental use. Disciplinary actions will be taken and/or the appropriate authorities will be notified; not limited to the Palos Heights Police Department and the Office of Catholic Schools.

Programs will be in place to teach students the dangers of controlled substances and ways to resist the pressures to use such substances while promoting self-esteem.

Alcoholic beverages and tobacco products may be used by adults at events conducted for the general public in St. Alexander facilities, within the guidelines of insurance and local ordinances. Such substances will not be allowed at events sponsored for children even if adults are present.

Cell Phone Policy

All cell phones must be turned off and placed in the students backpack for the duration of the school day, which is from 8:00am to 2:40pm; on school property for extra-curricular activities; and during extended day hours. The only exception to this rule would be in case of an emergency at which time the student can ask a faculty member or administration for permission to make a call. Students who need to use their cell phone at dismissal time in the parking lot must ask permission first from the supervising teacher or administration.

Random inspections may take place to ensure cell phones are in backpacks and not in students' possession. Possession and/or use of a cell phone (outside the backpack) during school hours; on school property for extra-curricular activities; and during extended day hours will result in the following discipline action:

- 1st offense: Phone is taken away and turned into office by teacher/administration, parent/ guardian is contacted immediately, student is given one hour detention, and parent/guardian must pick up the cell phone.
- 2nd offense: Phone is taken away and turned into office by teacher or administration, parent/ guardian is contacted immediately, student is given one hour detention, and parent/guardian must pick up the cell phone and pay \$25.00.
- 3rd offense: Phone is taken away and turned into office by teacher or administration, parent/ guardian is contacted immediately, student is given one hour detention, and parent/guardian must pick up the cell phone and pay \$50.00.

Continued offenses will result in discipline stated in 3rd offense and an in-school suspension.

Smart Watches & Fitbits

Students may not bring to school or wear on their person any type of Smart Watch including but not limited to Apple, Android, Samsung, Sony, Garmin, Tag, etc. Students may not bring to school or wear on their person any type of Fitbit. If these items are brought to school and kept in backpacks, the school is not responsible for damage or loss. Failure to comply with this policy will result in the same discipline actions as detailed in our school's cell phone policy.

Conflict Management

Parents/guardians must request a meeting in writing when it becomes necessary to discuss any school-related circumstances and/or incidents (academic and/or disciplinary) that must be worked out directly with the student, parents/guardians, and teacher. Teachers will have 24 hours to provide a response including the date and time of the meeting. If an agreeable answer or

compromise is not met during the meeting, then a parent/guardian may request in writing a meeting with the Principal. The principal will have 24 hours to provide a response including the date and time of the meeting. If a solution is not reached with the Principal, teacher, parents/guardians and student, then a request for mediation from the Pastor or the Office of Catholic Schools may be requested by the Principal. The Pastor, Principal and/or Administration of OCS and St. Alexander School (including the Executive Board of the St. Alexander School Advisory Council) reserve the right to define the date, time, location and those in attendance at a requested meeting.

Final Review

The Principal is the final recourse in all-disciplinary situations and may waive or reduce any penalties for just cause at his/her discretion after meeting with the student and parent(s)/guardian(s).

Search and Seizure

All property of the school, including student's desks and lockers, as well as their contents, may be searched or inspected at any time without notice. Authorized school personnel have an unrestricted right to search these structures, as well as any containers, book bags, purses, or articles of clothing that are left unattended on school property.

Sexual Harassment Regulation

Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or expulsion. Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action.

Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set above.

The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

Social Media

Students and their parents/guardians are advised that the school, by Illinois statute (Illinois Public Act 098-0129), may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a **social networking website**. The administration and faculty may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's rules and/or disciplinary policy. The school may require a student to share content in the course of such an investigation.

Technology Use Outside of School

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. Parents/Guardians are encouraged to monitor their child's use

and/or misuse of technology outside of school, including the age requirements for social networking websites.

The inappropriate use of technology outside of the school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to, **inappropriate comments/memes in group chats**, bullying and harassment of others, **use of photographs without consent**, inappropriate use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats. **The school will investigate ANY reports of inappropriate use of technology, and consequences will be issued.**

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.

PARENT/GUARDIAN CONDUCT

As partners in the education of children, the parents/guardians in the St. Alexander School community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. If, in the opinion of the principal, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove their child/ren from the school or not accept the re-registration for the next school year.

Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, publicly stated false accusations, or physical or verbal assaults of and/or threats to the faculty, administration, staff, students and volunteers of the school.

Parents/guardians who post defamatory or threatening statements about the school, its staff or students on social media can be required to remove the offense material or withdraw their child/ren from the school.

Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of a parent/guardian. However, one of the following actions may be required to permit the continuation of the student in the school:

- Schedule meetings between school staff and the parent/guardian outside regular school hours in a monitored setting.
- Conduct school business with the other parent/guardian of the student.

When, in the judgment of the principal, as confirmed by the pastor or juridic person, the behavior of a parent/guardian seriously interfered with the teaching, learning, or a positive school environment, the administrator may:

- Inform the parent/guardian that their right to be present on school grounds is temporarily or permanently suspended.
- Dismiss the child/ren of the parent/guardian temporarily or permanently from the local Catholic school.

ARCHDIOCESE OF CHICAGO – BULLYING PREVENTION

The following is a statement from the Archdiocese of Chicago on “Bullying Prevention.”

As Catholics, we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community.

Bullying is:

- Any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically,
- Occurring on campus or off campus during non school time,
- Directed toward another student or students, that has or can be reasonably predicted to:
 - Place the student or students in an unreasonable fear of harm to the student or student’s person or property;
 - Cause a substantially detrimental effect on the student or student’s physical or mental health;
 - Interfere substantially with the student or student’s academic performance;
 - Interfere substantially with the student’s ability to participate in or benefit from the services, activities or privileges provided by the school.

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation and retaliation for asserting or alleging an act of bullying.

Cyber bullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos.

Bullying acts or conduct described above can include the following:

- Physical which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling
- Verbal which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the internet
- Emotional which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing, and peer pressure
- Sexual, which includes, but is not limited to many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact or sexual assault

No student shall be subjected to bullying:

- During any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school sponsored or school-sanctioned events or activities

- Through the transmission of information from a school or home computer network, or other similar electronic school or home equipment

All members of the Catholic school community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ centered environment. Students are expected to participate in age appropriate educational programs developed by the school that address bullying and teach respect for all.

Bullying by a student or students may result in suspension and/or expulsion from the school.

SAFETY/CRISIS RESPONSE

St. Alexander Parish School in cooperation with the local Police and Fire Department have developed a comprehensive plan to be followed in the event that there is ever a tornado, fire or lockdown at our school. The administration and staff are fully aware of the plan and will take necessary steps to prepare the students. We will conduct frequent safety drills during the year. Appropriate notice will be given to parents prior to any lockdown drills.

If the students are sent home because of the evacuation of the school, they will be sent to the address you have indicated on the emergency form. Please provide all necessary instructions to your child.

A Severe Weather Warning or Tornado Warning means that immediate protective action is to be taken and a close and constant vigil of the weather is required. Warnings are issued when tornadoes or severe thunderstorms have been sighted or their existence is indicated on radar. If a Tornado Warning is sounded at dismissal time, students must remain in the building until an all-clear signal is given.

STUDENTS WILL NOT BE RELEASED TO PARENTS AT THIS TIME.

Students will be kept in school if a tornado warning is sounded in our area.
Parents are asked to refrain from calling or coming to school until the threat is over.

Emergency Cards

The parents/guardian of each family will complete an emergency card at the beginning of the school year, listing their physician and any person to call in the event they cannot be reached immediately. PLEASE NOTIFY THE SCHOOL OFFICE OF ANY CHANGES OF ADDRESS, PHONE NUMBER, E-MAIL, OR EMERGENCY INFORMATION IMMEDIATELY. In the event of a serious injury to a student, if the parents/guardian cannot be reached, 911 will be called for the fire department paramedics, who will administer first aid and take the child to the nearest hospital.

Parents are requested to list on the Family Emergency Cards ONLY relatives, friends, or neighbors who can drive and reside within a radius of a twenty-minute car ride to school. In the event the parent/guardian cannot be reached, the child will be released ONLY to people listed on the Emergency Card.

Each family must have an Emergency Card on file in the office. An updated Emergency Card must be turned in at the beginning of each school year. Every child with special health problems, e.g., epilepsy, diabetes, allergies, asthma, heart conditions, or any physical disabilities should have this noted on the emergency card. This knowledge may be of utmost importance in dealing with emergency situations. When parents are out of town, the school should be notified with pertinent information.

Emergency Closings

During the winter, in the event of inclement weather, school cancellations will be announced via School Reach. Listen to the radio or television or access the emergency closings website, www.emergencyclosingcenter.com.

When no announcement is made, school will be open, and classes will be conducted for those who come. PLEASE DO NOT CALL THE SCHOOL.

Emergency Notification

An automated telephone message and/or an email will be sent to the phone number on record by the administration in the event of an emergency or school closing. Please make sure the phone numbers are correct on your emergency card and that the office is promptly notified of any changes.

Reporting Child Abuse

By law, the State of Illinois requires all school personnel to inform the Department of Children and Family Services (DCFS) of any allegations and suspicions of child abuse and neglect.

School Incident Reporting Systems (SIRS)

Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement authorities and the Illinois State Police (ISP) within one to three days of the occurrence of the incident. In order to satisfy the requirement of reporting incidents to the ISP, the Illinois State Board of Education (ISBE), in conjunction with the ISP, have created the School Incident Reporting System (SIRS). The SIRS is a web-based application used by schools to report incidents electronically but which also requires schools to report incidents to local law enforcement authorities.

Security

All visitors to the school are expected to use the security bell at the main entrance and to check in at the office upon entering. You will be requested to wear a visitor's badge while in the building.

Children will be allowed back in school only with an adult to retrieve forgotten items. School personnel must accompany them to the classroom.

Smoke-free/Alcohol-free Environment

St. Alexander is a smoke-free environment at all times. Adults at any school-sponsored events/athletic competitions may not consume alcohol where children are present.

COMMUNICATION

Phone Calls and Visitors

Please avoid calling for a teacher during school hours. Appointments to confer with teachers should be scheduled outside of regular school hours. Call the office between 8:00am and 2:40pm to leave a message for a teacher to return a call.

All parents/visitors must enter school through the main doors, sign in, and receive a visitor's badge. **PARENTS OR ANY OTHER PERSONS ARE NOT ALLOWED TO GO TO THE CLASSROOMS DURING SCHOOL HOURS WITHOUT PERMISSION FROM THE OFFICE.** After volunteering, please return to the school office to sign out, return the visitor's badge and exit the building through the main door. Walking through the school is prohibited. In order for meeting time to be prepared and used productively, parents should make an appointment with any teacher or the administrator they wish to see.

Telephone Use

Students may use the office phone in an emergency or with the staff's permission.

The office staff works hard to keep the school operating efficiently. **PLEASE DO NOT CALL THE OFFICE DURING THE SCHOOL DAY WITH AFTER SCHOOL MESSAGES FOR YOUR CHILD.** In an emergency, a message will always be relayed.

Weekly News

On Thursdays of each week, flyers and other important information will be posted on the parent portal of the website: www.stalexanderschool.com. It is important for parents to check the portal weekly to download necessary forms and stay informed. A School Reach will be sent each week to the email address on record for your family.

ATHLETICS

Various sports are sponsored through the parish. These sports are available to the school children. More specific information may be obtained from the Parish Center Director.

Athletic or Team Uniforms

A student athlete must be allowed to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences provided such uniform modifications do not contradict or create confusion as Catholic social teaching. The modification of athletic or team uniform may include, but is not limited to, the wearing of a hijab, an undershirt, or leggings. If a student chooses to modify his or her athletic or team uniform, the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school for such modification.

FIELD TRIPS

A written permission slip will be sent home to parents when a class is planning a field trip. Written parental/guardian consent must be given before the student is allowed on a field trip. A phone call from a parent will not be accepted in place of a signed form. Each class selects and conducts several educational field trips during the year. Room parents may be chaperones. All field trip chaperones must complete the Archdiocese of Chicago volunteer requirements in order to participate in any field trip. No preschool siblings are allowed on field trips.

Field trips are learning experiences. Students should be well behaved and courteous. Chewing gum is NOT permitted. The bus must be left in the same condition as when the students boarded. If a student does not follow these regulations, he/she will not be allowed to go with the class on the next trip. The administration may deny the privilege of attending an outing to any student or class due to poor behavior or lack of responsibility.

FUNDRAISERS AND SPECIAL ACTIVITIES

Parents are encouraged to support Fundraisers. The proceeds from these are used to purchase supplies and equipment for the school.

Special religious activities, Student Council, science fairs, band concerts, plays, curricular contests, athletic programs, and projects all contribute to the total growth of the student. Be a part of this growth process - give your time, your concern, and your support. Encourage your student to become a participant.

LOST AND FOUND

Students missing personal items should check the Lost and Found located in the bin by the school office or the gym doors. Lost and Found items will be reviewed each month and any unclaimed items will be donated.

VOLUNTEERS

Volunteers are very important to the operation of our school. Before anyone is allowed to volunteer with children within the Archdiocese of Chicago, requirements must be met. All volunteers are required to register for a Virtus account, attend a Protecting God's Children Awareness Session, submit to a Criminal Background Check, complete a CANTS form, complete a Standards of Behavior form, and complete Mandated Reporter Training online. Please contact the school office for more information.

Volunteers MUST sign in at the office before going to their destination and obtain a visitor's badge. Volunteers are asked to arrive on time and to perform the assigned task.

TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY

The curriculum at St. Alexander School provides for computer and Internet instruction. All students, especially those in grades 4 through 8, are expected to use all school equipment and the Internet appropriately. This policy contains details for acceptable use and consequences for inappropriate behavior. St. Alexander School firmly believes that the value of information, interaction and research capabilities available online outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school. However, St. Alexander School reserves the right to impose consequences on students whose inappropriate use of technology, on/off campus and/or during/after school hours detrimentally affects the school, school property or school community.

The technologies available at St. Alexander School were installed for use by everyone working in the school. Students are expected to handle the equipment in a responsible, ethical and polite manner, and, if possible, leave it “better than they found it”, to insure its continued use. St. Alexander School is not responsible for any damages the student may suffer, including the loss of data on school or personal devices.

Disciplinary consequences (detention, denial of access to technology, suspension from school, financial liability for damaged property, and/or expulsion from school) will result if a student intentionally causes damage to any school equipment including hardware or software. Included, but not limited to the following (unless under the direct supervision of the technology coordinator):

1. tampering, removing or exchanging any hardware or software component from any system
2. deleting, renaming, moving, copying, or changing any file or its properties, other than his/her personally owned files
3. tampering with installed software and files
4. attempting to gain access to unauthorized files
5. attempting to change passwords
6. installing software on school technology without express consent
7. violating copyright laws by unauthorized downloading, copying or use without permission of the original author/appropriately citing the source
8. installing, copying or knowingly infecting a computer with a virus

The appropriate use of the Internet by students, especially in 3rd through 8th grade, is expected and taught as required by law. The accessing and sending of personal email by students is prohibited, although proper email etiquette will be taught. No student will be allowed in chat rooms or to “instant message” anyone, although appropriate protocols will be explained. Downloading is prohibited. “Surfing” is restricted to pre-approved sites and/or specified topics. The Internet is a vast wealth of information. Students will be expected to properly document data, writings and pictures that belong to others. Plagiarism will not be accepted or permitted. St. Alexander School is not responsible for the accuracy or quality of any information obtained through any school Internet connection.

Violations will result in restriction or loss of accessibility, depending upon the severity. Parents could be held legally responsible for the child’s actions while using the school’s Internet

resources. Inappropriate use of technology in or out of school that detrimentally impacts the school's property or reputation may subject the student to consequences. Each student will be expected to follow the following safety rules when surfing and communicating on the Internet:

- No commercial programs will be accessed, downloaded or distributed in any capacity via the St. Alexander School Internet resource.
- All parents/guardians will be required to sign ONE consent form for ALL their students, which will be kept on file for one school year. Students who do not have a signed consent form on file will NOT be allowed to use the Internet in any capacity in school until the form is returned.
- No personal information will be given out over the St. Alexander School Internet resource, unless prior permission has been given, or directly stipulated by the technology coordinator/teacher. Nothing will be purchased by the student via the Internet.
- Tell a teacher or parent if they come across any information that makes them feel uncomfortable, and take appropriate action (leave the site, quit the internet program). Never respond to inappropriate email.
- Be a good online citizen and not do anything that hurts other people or is against the law. Do not use obscene, profane, or rude language. Do not post false or harmful information, or ANY information about another person or the school. Do not send chain letters. Offensive communications, harassment and safety threats are prohibited.
- Personal published websites will not be created or accessed at school.
- The use of any faculty, staff or administrator name on the Internet without permission is prohibited. Saint Alexander School and Parish names and logos are the sole property of the St. Alexander School and Parish, and may not be reproduced or used without express permission.

St. Alexander School monitors student use of the Internet resource within the school building with the help of the firewall filtration system, and follows Archdiocesan Internet policies when blocking sites. Outside the school setting, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, and can be held accountable for inappropriate use. St. Alexander School reserves the right to impose consequences on students whose inappropriate conduct, on/off campus and/or during/after school hours, detrimentally impacts our school's property or reputation.

CHROMEBOOK LOAN POLICY

The policies, procedures, and information within this document apply to all Chromebooks used at St. Alexander School by all students, staff, or guests.

Teachers may set additional requirements for Chromebook use at their discretion in their classroom.

St. Alexander School provides all of our students in grades 3-8 with a school-owned Chromebook, and students in grades Preschool-2 with a school-owned iPad.

By increasing access, our students have innovative technology and we will be able to increase student engagement and promote self-guided learning. This will promote the students' love of learning, and they will begin to understand that they are responsible partners in their own learning.

The Chromebooks will allow teachers to explore new methods of teaching, expand their curriculum, provide challenges and re-teaching opportunities to individual students. Teachers will embark and explore new roles of guiding and facilitating student learning in exciting new ways.

Students should recognize that using a Chromebook is a privilege given to them by the school. Any Chromebook user is expected to follow the conditions set forth in the "St. Alexander Acceptable Use Policy" that is also included in the student handbook. Inappropriate use or careless handling may result in the student's privilege being revoked by the school.

What is a Chromebook?

A Chromebook is a laptop computer that runs the Google Chrome Operating System.

- Every application used on a Chromebook is run using the Chrome web browser.
- While there isn't a desktop, students will be able to customize their Chromebook to enable them to quickly access commonly used programs. **The student should not adjust settings and utilize only the default settings.**
- All files are saved on the web via the cloud on Google Drive. These can be accessed on any computer anywhere.
- A Chromebook automatically updates to the newest version.
- New features and add ons are always improving how the Chromebook and its applications work.
- A Chromebook accesses the web/internet using a wireless internet connection.

Receiving your Chromebook

- Chromebooks will be distributed to students in Grades 6-8 after they have returned their Chromebook Policy. All students should have their Chromebook by the second full week of school.
- These Chromebooks are the property of St. Alexander School and are being loaned to the students to enhance their learning. Our expectation is that both students and parents will handle these devices with care and use them appropriately. Please refer to the "St. Alexander Acceptable Use of Technology" page included in the school handbook.
- Students are required to return their Chromebooks at the end of the school year or upon withdrawing from St. Alexander School. The device will be re-issued to the returning student in August of the new school year. Failure to return a Chromebook will result in the student/family being charged the full replacement cost. There will also be a \$20 charge for any missing accessory, such as the power supply cord.
- Our 6-8 grade students will have a \$100 technology fee. Our fee covers insurance for the Chromebooks, chrome management software, and a carrying case for the Chromebook.

- Students will receive their Chromebooks once the parent/student agreements are signed. These documents should be returned to the school on organization day or the first day of school.

Training

- Students will receive ongoing training for using their Chromebooks both in their classes and during computer class.
- This training will explore connecting to the internet and using Google applications such as Docs, Sheets, Forms, Sites, Drive, etc.
- Students will be taught how to report a problem/issue by filling out a Chromebook Repair form for any damage or broken parts on the Chromebook.

Agreements

- Parent/student agreement documents can be found in the student handbook. This agreement outlines our expectations for proper use of all technology.
- Teachers and administrators will hold the students accountable for adhering to the terms of this agreement. As incidents occur with blatant damage to the Chromebook, a fee of \$25 will be assessed and a disciplinary action will be taken.

Insurance

- The insurance coverage includes limited repair or replacement costs for accidental damage. Accidental damage will be determined by Teachers, Administrators, and the Technology Director.
- The insurance does not cover the loss of the Chromebook and/or its accessories, cosmetic damage, or damage caused by intentional misuse or abuse.
- Parents/students will be charged for the full replacement cost of a device or accessory that has been lost or damaged due to intentional misuse or abuse.
- In the event that a Chromebook is lost or stolen, the parent/student must notify the Technology Teacher immediately. In the case of a stolen Chromebook, the parent/student must fill out a police report.

Taking Care of your Chromebook

General Precautions:

- Never leave your Chromebook unattended, especially in public areas or outside the school building. You are expected to securely store your Chromebook at any extracurricular events.
- Never leave your Chromebook in places subject to extreme temperatures, such as a car in hot or cold weather.
- No food or drink is allowed next to your Chromebook while it is in use.
- Insert and remove power cables, cords, earphones/earbuds, or storage devices carefully. The student is responsible for their own wear and tear of personal earphones/earbuds and a wireless mouse.
- Carry your Chromebook with care. If you slam your Chromebook onto a desk, toss or throw down your Chromebook, that is considered blatant misuse of your device. There will be a consequence assigned and you could incur a \$25 fee for damages. Never carry

it with the screen open or while holding the screen. Never carry it with the power cord plugged in.

- Do not mark or decorate your Chromebook in any way. Stickers, labels, paint, tape, deliberate scratches, or drawings may not be added to your Chromebook. If your Chromebook is found with any of these things added, you will be charged a \$25 fee for damages and a consequence will be assigned.
- Never place heavy items such as textbooks on top of your Chromebook even if it is in its case/bag.
- Sign out of your Chromebook when it is not in use to conserve battery **life and power**. **Close your tabs at the end of the day to conserve battery life and power.**
- **Signing out of your Chromebook on a daily and weekly basis is necessary to preserve the battery life and will allow the automatic updates to occur.**
- **Do not use the power button to turn on the Chromebook because this will be harmful to your device. The operating system automatically loads.**
- **If your Chromebook battery has to be replaced, you will be charged a \$25 fee towards this type of repair. You are expected to help conserve the battery life of your device.**
- If a student must bring their Chromebook home, return it back to school each day fully charged. However, do not leave your Chromebook charging for days. It should usually take up to **1 hour** to charge a Chromebook.
- Do not use any power adapter except the one provided by school. If you lose your charger, please notify the Technology Teacher by filling out a Chromebook Repair form.

Carrying Chromebooks:

- Always carry your Chromebook in a protective case, bag, or sleeve.
- Always be sure to close the Chromebook before moving it. Always support the Chromebook from the bottom of the case.
- Be careful when storing earphones/earbuds in your bag/case to prevent damage to the Chromebook.

Screen Care:

- Do not leave the lid on your Chromebook open when it is not in use.
- Do not put pressure on the screen with your hands or fingers. This will damage your screen. If you blatantly damage your screen, you will be charged a \$25 fee and a consequence will be assigned.
- Do not place anything on the keyboard (pencils, pens, etc..) before closing the lid.
- Use only a dry microfiber or anti-static cloth to clean your Chromebook screen.
- Inappropriate media may not be used as backgrounds or as screen savers.

Identification Tags/Labels:

- St. Alexander Chromebooks and plugs are tagged with an identification label in order to help us keep inventory. The identification tag should not be removed or altered. **If the label comes off of the Chromebook, please notify the Technology Teacher.**
- Each Chromebook power adapter is also tagged with a number to help us keep inventory. These tags should not be removed or altered. If you lose your cord, you may

not borrow or take someone else's cord. You will be charged a \$20 fee to replace the cord.

Using your Chromebook at School

- Chromebooks issued by St. Alexander School may be subject to unannounced inspection of all content and applications by school authorities.
- St. Alexander School reserves the right to access/view any emails, files, or communications by the students.
- Students using Chromebooks issued by the school do not have an expectation of privacy while using these devices.
- Students must bring their Chromebooks to school each day fully charged and ready to work.
- If you forget to bring your Chromebook, an alternative device may be available for you to borrow for the day. You may not call home to have your Chromebook brought to school.
- If your Chromebook is being repaired by the school, a replacement may be issued for your use. You will be responsible for the use of this Chromebook as if it were your assigned Chromebook. You will be responsible for any damage or loss of the replacement device just as if it were the one loaned to you.
- Earphones/earbuds must be used at all times (at the discretion of your teacher) when working in your classroom. This will prevent other students from being distracted.
- You must use your school username and password to log into your Chromebook. You may not use a personal Google account.
- Chromebook apps that are school approved will be installed by the school.
- Students may not add applications to their Chromebooks. Special permission from the school will be necessary to add applications deemed appropriate or necessary for individual use.
- Do not loan or borrow your Chromebook to or from other students. Sharing your username and password is not permitted.

Using your Chromebook at Home

- Chromebooks will be an important part of the assignments given by your teachers. We encourage you to use your Chromebook at home to complete assignments, reports, projects, and to explore "above and beyond" opportunities for your classes.
- Announcements, teacher websites, and other important information can be accessed using your Chromebook at home. We encourage you to check for updated information daily.
- Conditions and expectations outlined in the Acceptable Use Policy are to be followed when you are using your Chromebook at home.
- Your Chromebook cannot be physically connected to your Chromebook at home. There are offline options available for some applications.
- St. Alexander's school filtering applications are not available to students when working at home. It is the responsibility of parents to monitor their child to insure appropriate use/access to the internet.
- Do not loan or borrow your Chromebook to other students, family, or friends. You will be responsible for what is being done on your Chromebook.

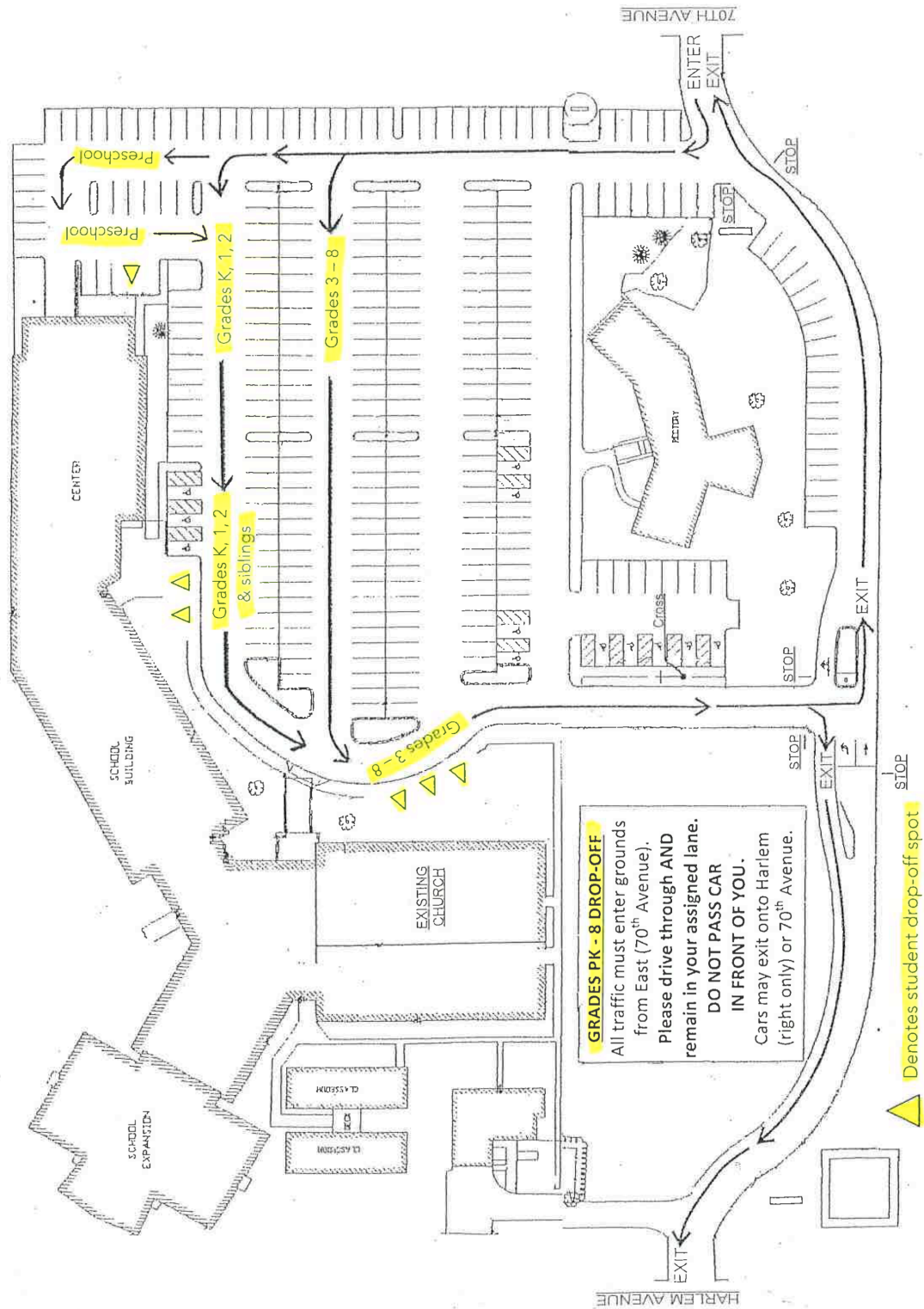
Managing and Saving your Work with a Chromebook

- The work you do (documents, files, presentations, etc...) will be stored “in the cloud,” or on your Google Drive using your student Google account. These files will be available to you anywhere. The school is not responsible for lost work. Be sure you know how to name your work correctly and that you save your work in the proper classroom.
- Do not share your user accounts with others. The potential for malicious damage to your work is too great. **Sharing your work is unethical and it hinders learning.** If you share your accounts with other students, there will be a consequence assigned.
- If you log onto another device using your St. Al’s Google account be sure not to save the login information on that computer, and also be sure to log out of your account before you walk away from the device.

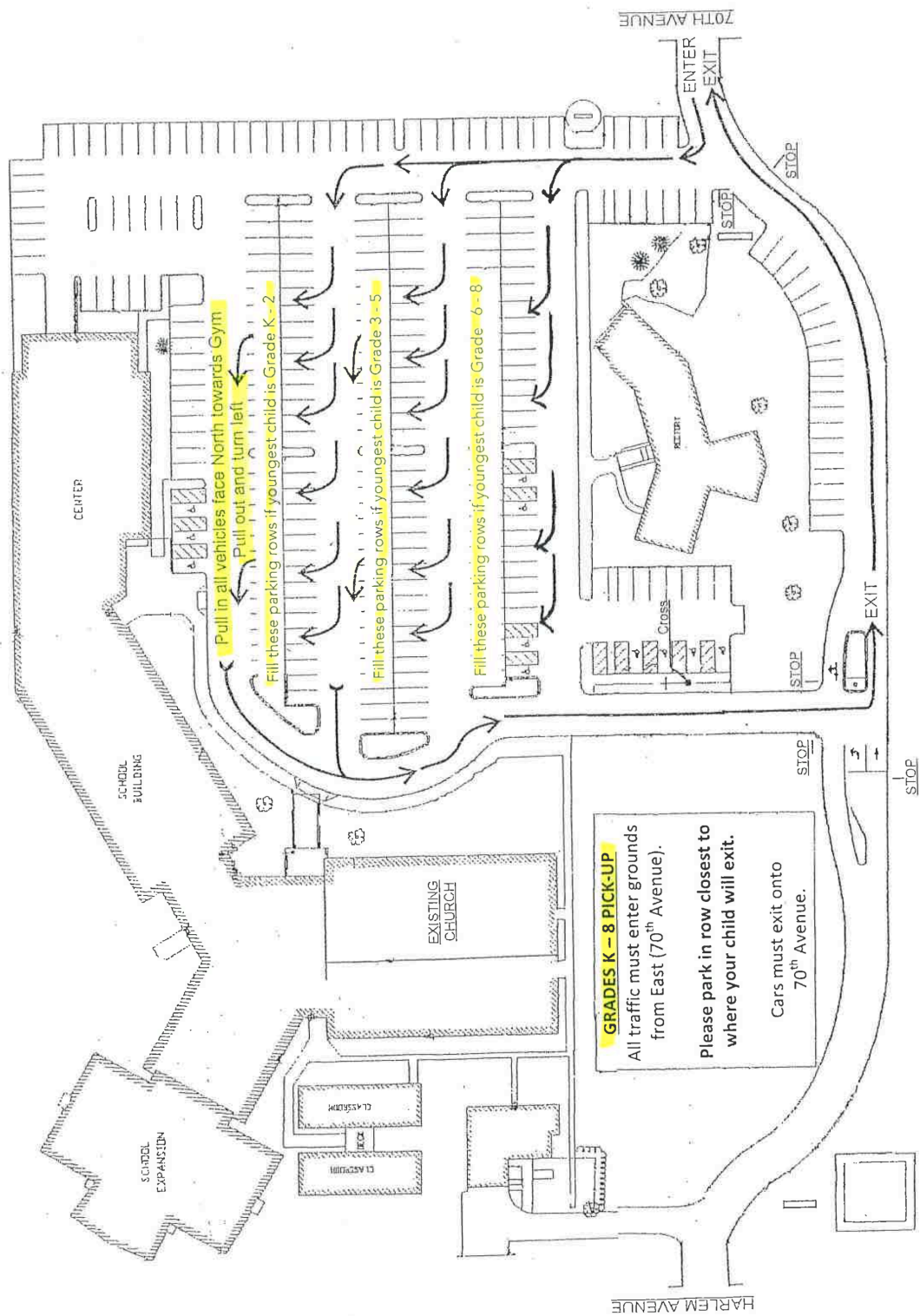
Chromebook Technical Support

- Chromebook operating system updates will install automatically when you log onto your account.
- St. Alexander School will determine which applications are installed on the Chromebooks. You will not be able to install apps of your choosing unless they have been approved by the school.
- Chromebook updates and approved apps will install automatically. **It is important to sign out so that the updates can automatically occur. If you receive a notification that updates have occurred, you should restart when you receive the notification, if it is feasible.**

ARRIVAL PROCEDURE MAP



DISMISSAL PROCEDURE MAP



ADDENDUM (3/11/2024)

Supply of Undesignated Opioid Antagonists Policy

In accordance with applicable State law, the School will make all reasonable efforts to maintain a supply of undesignated prescribed opioid antagonists in the name of the School and provide or administer them as necessary according to State law.

To the extent the School is able to maintain a supply of undesignated opioid antagonists, they will generally be available during school hours from 7:00am – 2:40pm and after-school hours from 2:40pm until 3:00pm and be maintained in the following designated secure locations: school office.

However, no one should rely on the School for the availability of opioid antagonists. This Policy does not guarantee the availability of undesignated opioid antagonists.

An opioid antagonist is defined as a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration.

A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to any person that they, in good faith, believe is having an opioid overdose while in school, while at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities. The School shall maintain a list of trained personnel. Prior to the administration of an undesignated opioid antagonist, trained personnel must submit to the School's administration proof of completion of a training curriculum to recognize and respond to an opioid overdose.

Upon any administration of an undesignated opioid antagonist, the School must immediately notify the student's parents or guardian or emergency contact.

Within 24 hours after the administration of an opioid antagonist, the School must notify the health care provider who provided the prescription for the opioid antagonist of its use.

Within three days after the administration of an opioid antagonist, the School must report the required information to the Illinois State Board of Education on the form titled, [Undesignated Opioid Antagonist Reporting Form](#).

The Catholic Bishop of Chicago, an Illinois corporation sole, the School, their employees and agents are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an opioid antagonist, regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced practice registered nurse. A student's parent(s) or guardian(s) must indemnify and hold harmless the Catholic Bishop of Chicago, an Illinois corporation sole, the School and their employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

The parents or guardians of the student must sign a statement acknowledging that the School and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of opioid antagonists, regardless of whether

authorization of was given by the student's parents or guardians or by the student's physician, physician assistant, or advanced practice registered nurse, and that the parents or guardians must indemnify and hold harmless the School and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

